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CENTRAL INTELLIGENCE AGENCY

OFFICE OF PROCUREMENT

MEMORANDUM FOR: The Deputy Director (Administration)

FROM : Chief of Procurement

SUBJECT : Requirements for Accomplishment of the Procurement and Supply Mission.

1. This is a proposal to establish the Office of Procurement and Supply on a basis whereby Agency materiel requirements can be properly studied, planned and fulfilled. It is believed that the scope of the procurement and supply problem should extend from planning for pipeline and stored materiel that is beyond a sixty day operational level through purchase, receipt, storage, issue, shipping and stock accounting. Further, that the procedures for the control of all Agency materiel (until expended) be governed by a "Procurement and Supply Manual".

2. The proposed organization is designed to provide a sound framework that may be expanded or contracted as operational requirements dictate, without changing principles or concepts of materiel planning or operations. It is recommended that the name of this office be changed to Office of Procurement and Supply to clarify the function for operational personnel.

3. One of the urgent problems related to this plan is the training of procurement and supply personnel for use by operational commanders. A method to accomplish this training, with provisions for overseas rotation, can be established within the proposed office of Procurement and Supply structure.

4. The urgency of this situation indicates as appropriate a request that the Chief of Personnel fill authorized positions of the Office of Procurement and Supply with the least practicable delay, if this plan is approved.

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JAMES A. GARRISON

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